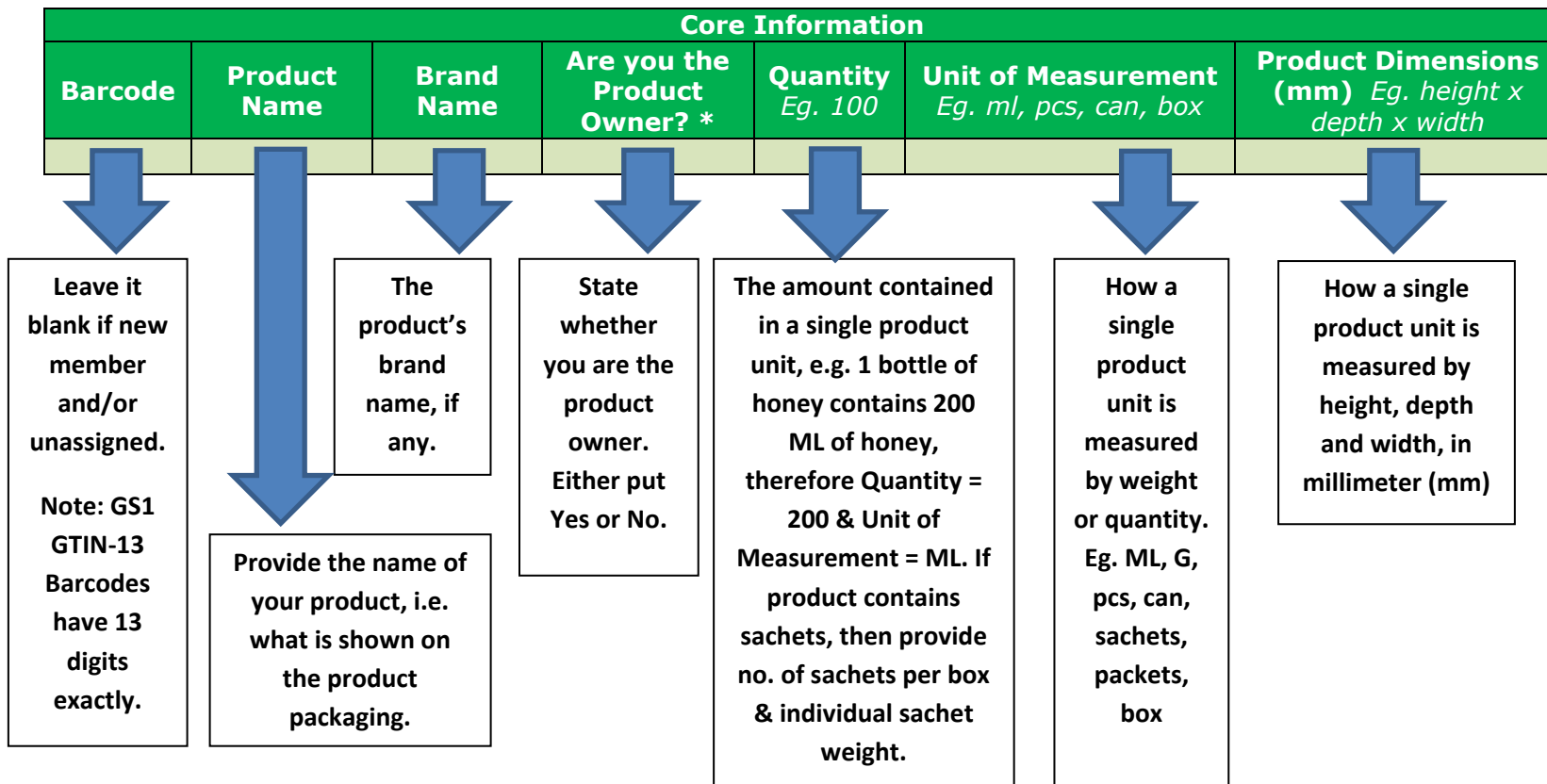


How to fill in the Product Listing Form – A Short Guide

Section One – Compulsory Product Details (1st Tab)



Note : If you are not the product owner, please provide GS1 Malaysia with a copy of your authorized distributor/reseller agreement (if possible) with the product owner, if possible, when you send in your documentation. OEM Manufacturers are **not required** to provide this information about their clients.

Global Product Classification (GPC), Compulsory

GPC Class Code
Refer to GPC Listing Tab

GPC Brick Code
Refer to GPC Listing Tab



You may find the full list of classifications for GPC at the 3rd tab of the form or at the following [link](#). The list is updated yearly.

This will be used for business matching and for retailer reference via our Retailer Dashboard, so please give the closest match.

Kindly fill in the code from the Class Table. The format is: (Code) + - + (Description).

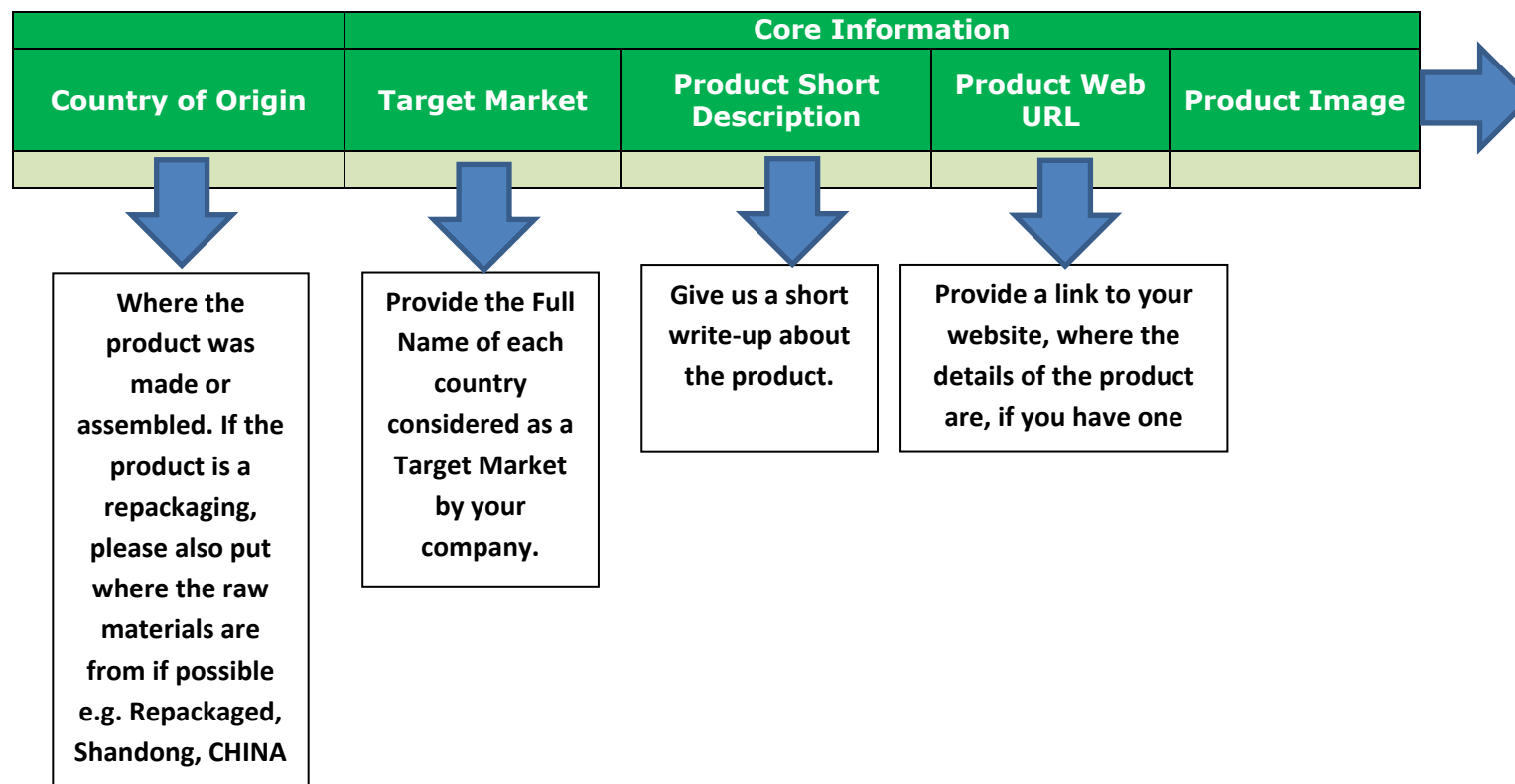
You may find the full list of classifications for GPC at the 3rd tab of the form or at the following [link](#). The list is updated yearly.

This will be used for business matching via GS1 Cloud, one of the largest global product data repositories, so please give the closest match.

Kindly fill in the code from the Brick Table. Only the code is required.

Section Two – Product Image Details (Compulsory) (1st Tab)

Product images can be of approved / final artwork if the product or the packaging is not on the market yet.



Only give a maximum of 1 picture per product.

If additional pictures are required, there is an additional service fee charge of RM50.00 per picture.

You can list the product image URLs, if any, or send the product images in a compressed/zip file with the following naming conventions: "<ProductName>-1.jpg"

Please only send your picture in ".JPG", ".JPEG", ".GIF" and ".PNG" formats to keep the file size down.

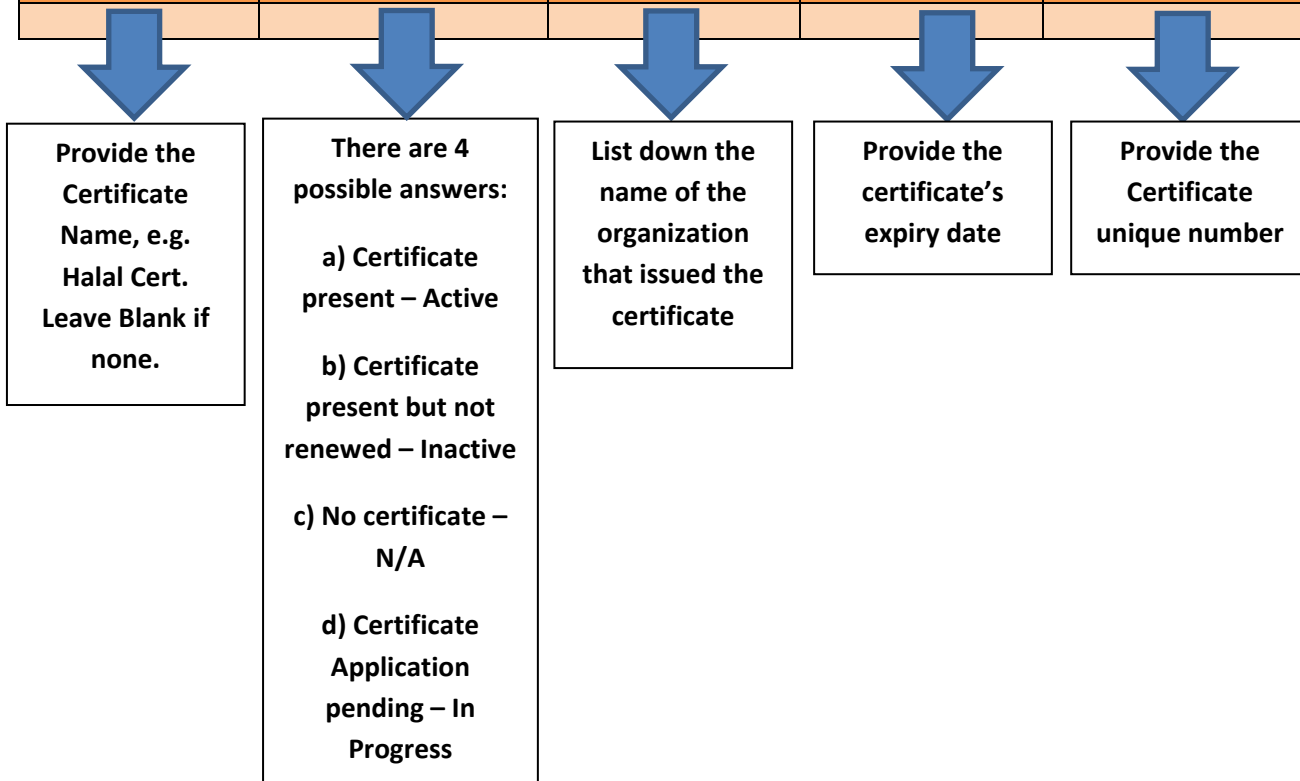
Do NOT embed or attach the pictures inside a Word or Excel document, or as a PDF file. Please send as a picture file. You may send them as a compressed file (.zip, .7z, .rar)

Provided pictures are used for basic authentication.

Section Three – A product’s Certification Details (1st Tab)

Kindly fill the Certificate Status field even if your product has no certification. You can put down as “n/a”.

Certification Information (Compulsory)				
Certification Name (Provide the name of the certification(s) below, e.g. Halal Cert)	Certification Status (Active, Inactive, N/A, In progress)	Issuing Body (Give name of the governing body that issued the cert)	Certification Expiry Date (Format is YYYY-MM-DD)	Certification Identifier (Provide the code that uniquely identifies this cert belongs to you)



Section Four – Non-Retail Product Details (2nd Tab)

For new members or for products with unassigned barcode numbers, kindly provide **ONLY** the **unit description, quantity, unit of measurement & Outer Case Carton (OCC) No.**

